

Nightlife Disability Services ABN 45 529 705 877

SDO8 PRIVACY, DIGNITY & INFORMATION MANAGEMENT POLICY**1. Introduction**

Nightlife Disability Services (Nightlife) is committed to ensuring all service users access supports that respect and protect their dignity and right to privacy. To meet this outcome Nightlife will ensure that:

1. Consistent processes and practices are in place that respect and protect the personal privacy and dignity of each service user.
2. our management of service users' information ensures that it is identifiable, accurately recorded, current and confidential.
3. Each person's information is easily accessible to the service user and appropriately utilised by relevant workers.
4. Each service user understands and agrees to what personal information will be collected and why, including recorded material in audio and/or visual format.
5. Our information collection, management and storage will uphold the highest levels of integrity.

Information Management

We will ensure we manage service users' information to ensure that it is identifiable, accurately recorded, current and confidential. High quality and evidence-based approaches will be used to support Information Management:

- Service user consent is obtained to collect, use, and retain their information or to disclose their information (including assessments) to other parties, including details of the purpose of collection, use and disclosure.
- Each person is informed in what circumstances the information could be disclosed, including that the information could be provided without their consent if required or authorised by law.
- Each service user is informed of how their information is stored and used, and when and how they can access or correct their information and withdraw or amend their prior consent.
- An information management system is maintained that is relevant to the size and scale of our organisation and records each service users' information in an accurate and timely manner.

Approved By:	CEO	Version	2
Approval Date:	March 2022	Next Scheduled Review	March 2024

- Documents are stored with appropriate use, access, transfer, storage, security, retrieval, retention, destruction and disposal processes relevant and proportionate to the scope and complexity of supports delivered.

This Policy supports Nightlife to apply the Privacy and Dignity and Information Management NDIS Practice Standards and quality indicators.

1.1 Scope

This policy applies to the provision of all services and supports at Nightlife. All staff, contractors and volunteers are required to take full responsibility for ensuring they understand and implement this policy.

2. Definitions

Personal information means information or an opinion (whether true or not and whether recorded in a material form or not) about an individual who is identified or reasonably identifiable from the information.

Sensitive information is a subset of personal information that is generally afforded a higher level of privacy protection. Sensitive information includes health and genetic information and information about racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association or trade union, sexual preferences or practices, criminal record and some types of biometric information.

3. General

The application of the above NDIS Practice Standard is supported by Nightlife's broader Policy Framework as set out in the policy register.

Approved By:	CEO	Version	2
Approval Date:	March 2022	Next Scheduled Review	March 2024